2000 Civil Engineer Unit Education & Training Managers Workshop

Initiating and Maintaining Training

SMSgt RANDALL SKINNER
HQ AFCESA/CEOT
DSN: 523-6322 & E-Mail
randall.skinner@afcesa.af.mil

HQ Air Force Civil Engineer Support Agency
Providing the best tools, practices, and professional support to maximize Air Force Civil Engineer Capabilities in base and contingency operations

Initiating & Maintaining Training

Introduction

Though the initial investment of building a good foundation may be time consuming, the dividends will be well worth the effort.

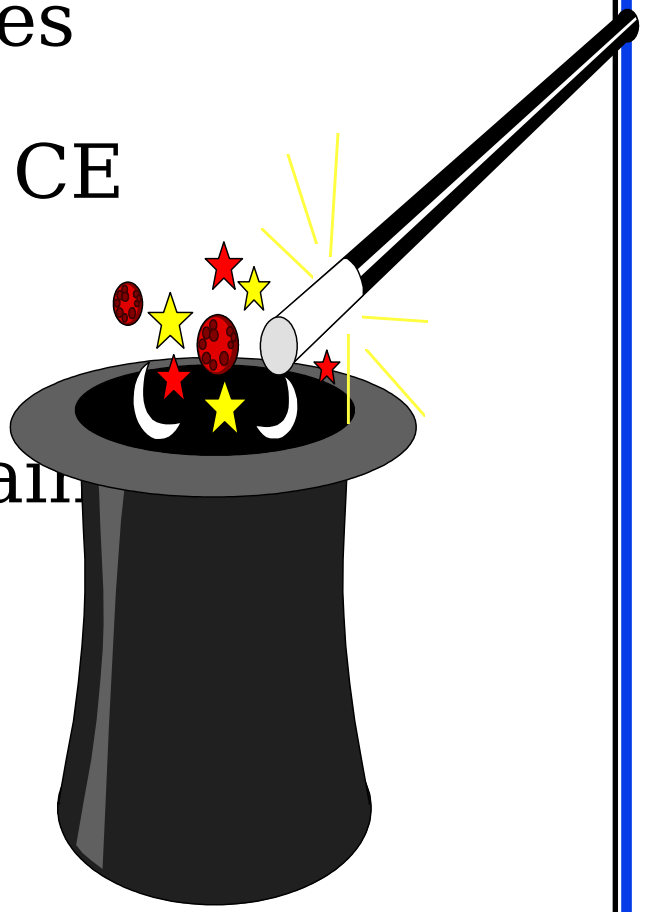
Remember, we only have one opportunity to make a

Initiating and Maintaining Training

Overview

- References & Responsibilities
- Becoming Familiar with the CE Culture
- Procedural Guide for CE Train
- The Process

Is Training Magical ?



References

- AFI 36-2108, Airman Classification
- AFI 36-2105, Officer Training
- AFI 36-401, Civilian Training
- AFMAN 36-2245, Managing Career Field Ed. and Training
- AFMAN 36-2247, Planning, Conducting, Administering and Evaluating Training
- ETCA, USAF Formal Schools (web)
- AFI 36-2201, Developing, Managing and

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AFI 36-2201, Responsibilities

- Learn the mission of the unit
- Serve as the unit training advisor
- Coordinate policy & program changes
- Identify and obtain formal training for trainees
- Ensure personnel can perform OJT duties
- Coordinate training of wartime tasks as required
- Conduct unit training meetings at least quarterly
- Manage OJT & CDC programs
- Annually assess unit & reports to base Ed. &

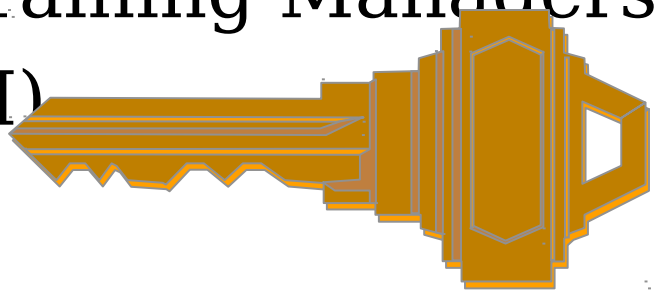
CE Culture Familiarization

- Read current and past CE Procedural Guides for Training
- Read all CFETPs
- Visit shops regularly
- Communicate with senior craftsmen regularly
- Familiarize yourself with specialty courses, supplemental courses, etc.

CE Training Procedural Guide

- Quick reference which includes:
  - Commander's introduction to training
  - Functions and responsibilities of:
    - Career field managers
    - Unit Education & Training Managers (UE&TM)
  - Attachments

The Key to Success



The Process

Is there one simple process for initiating and maintaining your Training Programs? **NO**

However, we asked a group of CE 3S2s to identify a good Training Process that could be used in most situations.

Here is what they came up with….

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The Process

- Basic trainee arrives section
  - Supervisor conducts initial shop briefing
  - Supervisor introduces trainee to UE&TM to receive initial training briefing and a CFETP

    (some arrive with CFETP)
  - Supervisor evaluates trainees knowledge and skills

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The Process

- Non Basic trainee in upgrade training arrives section
  - Supervisor conducts initial shop briefing
  - Supervisor introduces trainee to UE&TM to receive initial training briefing
  - Supervisor evaluates trainees knowledge and skills and identifies training requirements

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The Process

- In either case, trainee enters or resumes upgrade training
  - CDCs are issued (Job/subject knowledge)
  - Available AFQTP issued (Task knowledge)
- Supervisor and trainer begin duty position training

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The Process

- Is task certification required ?
  - Yes--trainee completes AFQTP
  - Certifier evaluates using an AFQTP check list and AF Form 803
- Did the trainee pass ?
  - Yes--Trainer and trainee place initials and dates in the appropriate STS columns
  - Trainer, certifier and trainee document AFQTP Documentation Form

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The Process

- No--Inform trainer or supervisor and continue training
- Is task certification required ?
  - No--Place initials in the appropriate STS columns and UGT is complete
  - Yes--Supervisor initiates AF Form 2096 or local work sheet, OJT is conducted (Hands-on training), certification process continues

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The Process

- Supervisor has initiated the AF Form 2096 or local work sheet
  - UE&TM coordinates work sheet with CC
  - Work sheet is forwarded to Base Training

OR

- UE&TM uses PC III
  - UE&TM coordinates with CC
  - PC III action interfaced with Base Training
- Trainee is upgraded !!

Summary

- References and Responsibilities
- Becoming Familiar with the CE Culture
- Procedural Guide for CE Training
- The Process

Any Questions or Concerns?